

City Departments/Divisions

1) Community Development Department

The Sunnyvale Community Development Department's functions include activities related to development services, long-range community planning, economic prosperity, and neighborhood stability. The hub of the department is the One-Stop Permit Center. The Center provides all development related services in one location including building permits, building inspections, business licenses, housing services, plan checking, planning permits, economic development, and other general services.

The Community Development Department is comprised of the following five divisions:

- Building Division
- Planning Division
- Housing Division
- Neighborhood Preservation Division
- Economic Development Division

2) Employee Development Department

Responsible for planning and implementing job training and reemployment services on behalf of the NOVA Workforce Board which is a consortium of seven cities in north Santa Clara County. Coordinates efforts between private industry, government, education, community-based organizations, and organized labor that provide employment and training programs at no cost to eligible applicants. Offers programs for economically disadvantaged youth and adults, homeless, veterans, dislocated workers, individuals with disabilities, at-risk youth, and seniors. Activities may include aptitude and interest testing, vocational assessment, labor market information, job search skills, on-the-job training, and vocational classroom training. NOVA is funded primarily by grants from the state and federal government, and by local industry. Employee Development can be reached at (408) 730-7232.

3) Finance Department

- General Services:
 - Collects and manages all City funds
 - Handles accounting and audit functions
 - Prepares City Budgets
 - Uses performance-based budgeting for greater flexibility
 - Responsible for City procurements

The Department of Finance can be reached at (408) 730-7380.

4) Human Resources Department

Provide leadership in the development and implementation of sound personnel system based on merit principles and to attract, develop, and retain a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve. The Department provides a full-range of human resources consulting services including recruitment and selection, classification and compensation, benefits administration, risk management, labor relations, and training. The Department of Human Resources can be reached at (408) 730-7490.

5) Information Technology Department

Provide information technology related leadership to both internal and external customers by: Developing ITD internal staff skills to support customer departments, anticipating and identifying evolving technological trends, and fostering a broad understanding of our customers' business functions. Identifying, providing, maintaining and replacing information technology-related tools and systems which support the City's mission. Providing training and education to develop a technology literate work force characterized by a standard level of core skill competencies. The Department of Information Technology can be reached at (408) 730-7540.

6) Department of Libraries

Responsible for all City libraries as well as providing online resources, and programs and services for adults, teens and children which include: programs for adults, teens, and children, computer use, DVDs, ebooks, databases and online resources. For a full description of their services, visit their web site at <http://sunnyvale.ca.gov/Departments/Library>. The Department of Libraries can be reached at (408) 730-7300.

7) Office of the City Attorney

The Office of the City Attorney represents and provides legal advice to the City Council, Planning Commission and other Boards and Commissions, and to Department Directors and other City officials in matters pertaining to official city business. The Office of the City Attorney does not represent or provide legal services to individuals in private matters. Other responsibilities include maintenance of the Municipal Code and the City Charter.

Reference copies of the Sunnyvale Municipal Code containing the charter and ordinances are available at the Sunnyvale Library. Copies of specific provisions

of the Municipal Code may be obtained from the Office of the City Clerk. The Sunnyvale Municipal Code is also available on the City's web site at www.sunnyvale.ca.us on the far right column. This link is maintained by the City's Code publisher, LexisNexis web site.

The HTML version of the Sunnyvale Charter is located at the City web site under Departments/Office of the City Manager/City Clerk/Municipal Code on a web site maintained by LexisNexis, and is updated after the Charter is amended.

The Office of the City Attorney can be reached at (408) 730-7464.

8) Office of the City Manager

City Manager

The City Manager serves as the chief executive officer responsible for day-to-day administration of City affairs and implementation of Council policies. As the Council's chief adviser, the City Manager prepares a recommended budget for the Council's consideration and recruits, hires, and supervises City staff. The office of the City Manager can be reached at (408) 730-7482.

The Office of the City Manager is comprised of the following three divisions:

- City Clerk
- Neighborhood and Community Services (NCS)
- Communications

9) Parks and Recreation Department

Promote and improve the physical, mental and social well being of the community through the arts, recreational services and facilities, parks and open spaces. Protect and preserve the natural environment. The Parks and Recreation Department maintains all City park and recreation facilities. The Parks and Recreation Department can be reached at (408) 730-7517.

10) Public Safety Department

The Department of Public Safety provides:

- Police Services
- Fire Services
- Emergency Preparedness
- Crime Prevention

The Public Safety Department can be reached at (408) 730-7100.

11) Public Works Department

The Department of Public Works constructs, maintains and improves the City infrastructure through the application of timely, cost-effective and quality services to the citizens and businesses in Sunnyvale. Key service initiatives include traffic and transportation planning, pavement operations, street trees, median landscaping, concrete maintenance, administration, engineering, water supply and distribution, sewer and storm water collection and treatment, solid waste disposal, and fleet services. The Public Works Department can be reached at (408) 730-7415.